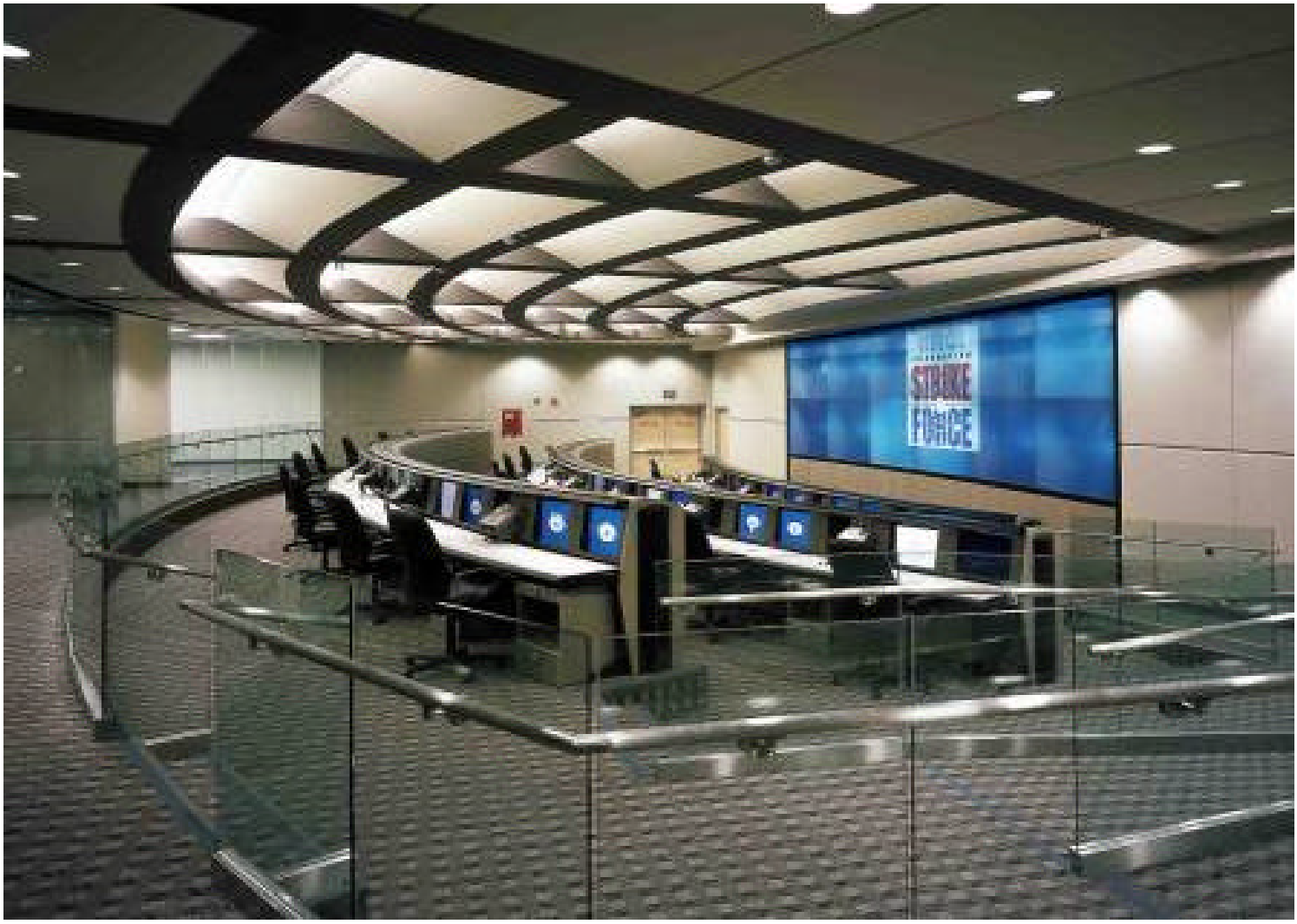
NAVY MARINE CORPS INTRANET GOVERNMENT FURNISHED FACILITIES COMMUNICATION PROCESSES



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Navy PMO GFF Facilities Manager

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INFORMATION PAPER

SUBJECT: NMCI GOVERNMENT FURNISHED FACILITIES (GFF) NAVY PMO COMMUNICATION PROCESSES

BACKGROUND

During the PMO off-site on 21 May 2002, the facilities team was tasked to produce an information paper synopsizing the facilities communications process. This paper fulfills that requirement.

DISCUSSION

The Government is under a contractual responsibility to provide EDS GFF to be used as Network Operations Centers (NOCs), help desks, server farms, administration areas, warehouses, and other related spaces. This large DoN-wide effort requires an integrated Navy/contractor team to coordinate facilities provisioning and site build-out.

GFF TEAM NETWORK

The following are Navy GFF team members providing coordination and support:

Navy PMO Facilities *

GFF Facilities Manager	nelsondp@efdsw.navfac.navy.mil	Dave Nelson 619-532-1410
GFF Deputy Facilities Manager	KronbergCW@efdsw.navfac.navy.mil	Curt Kronberg 619-532-1182
GFF Senior Project Manager	JensenJF@efdsw.navfac.navy.mil	Jim Jensen 619-532-1978
GFF Senior Project Manager	ReynoldsKE@efdsw.navfac.navy.mil	Ken Reynolds 619-532-2815
GFF Management Analyst	matt.morrison@navy.mil	Matt Morrison 760-967-8033
GFF Management Assistant	HidalgoMA@efdsw.navfac.navy.mil	Marie Hidalgo 619-532-1380

* Specific duties can be provided by Dave Nelson

NMCI & SPAWAR Facilities Support

NMCI Procuring Contracting Officer (PCO)
NMCI San Diego Contracts Support
PMO Technical Division (PMW-164)
SPAWAR Counsel
SPAWAR IA (PMW-161)
Customer Project Managers (CPM)

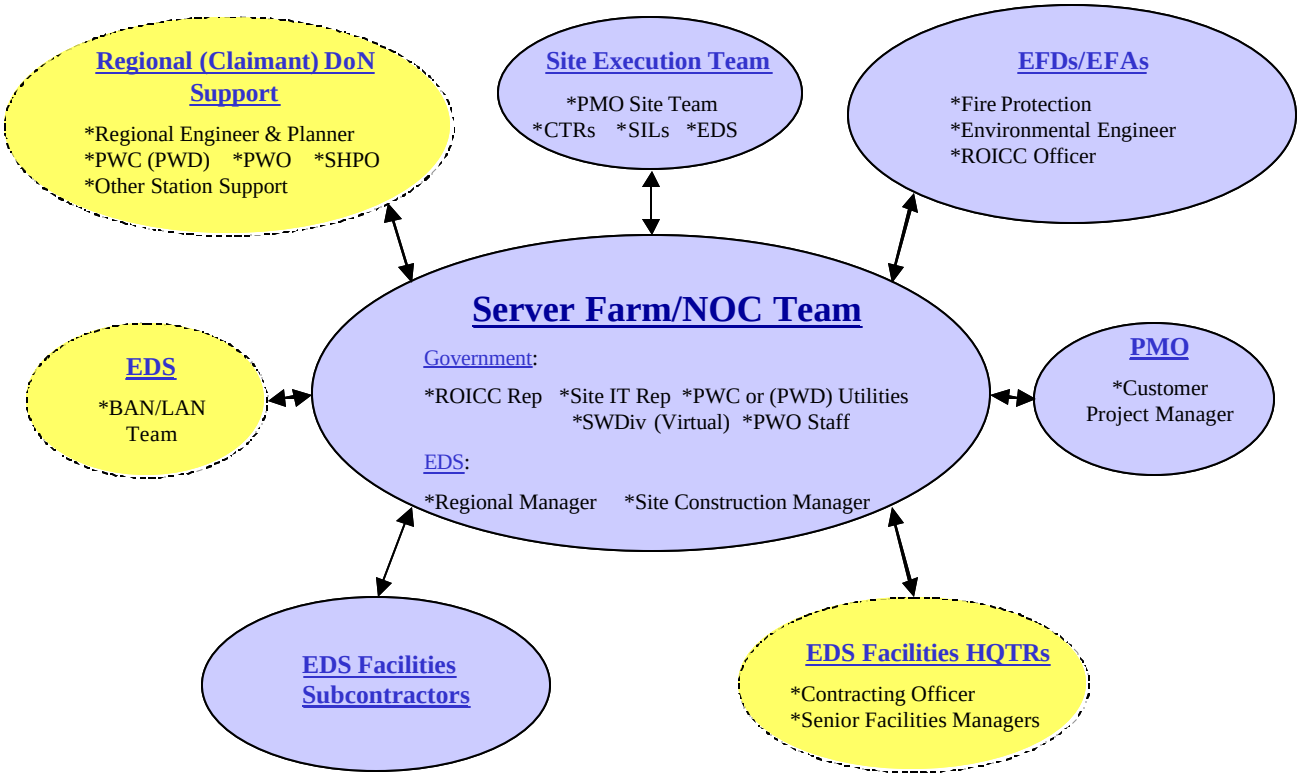
Other Support

NAVFAC Headquarters & Field Elements
Major Claimants & Regional Commanders
Regional Engineers, PWCs & PWOs
FMB

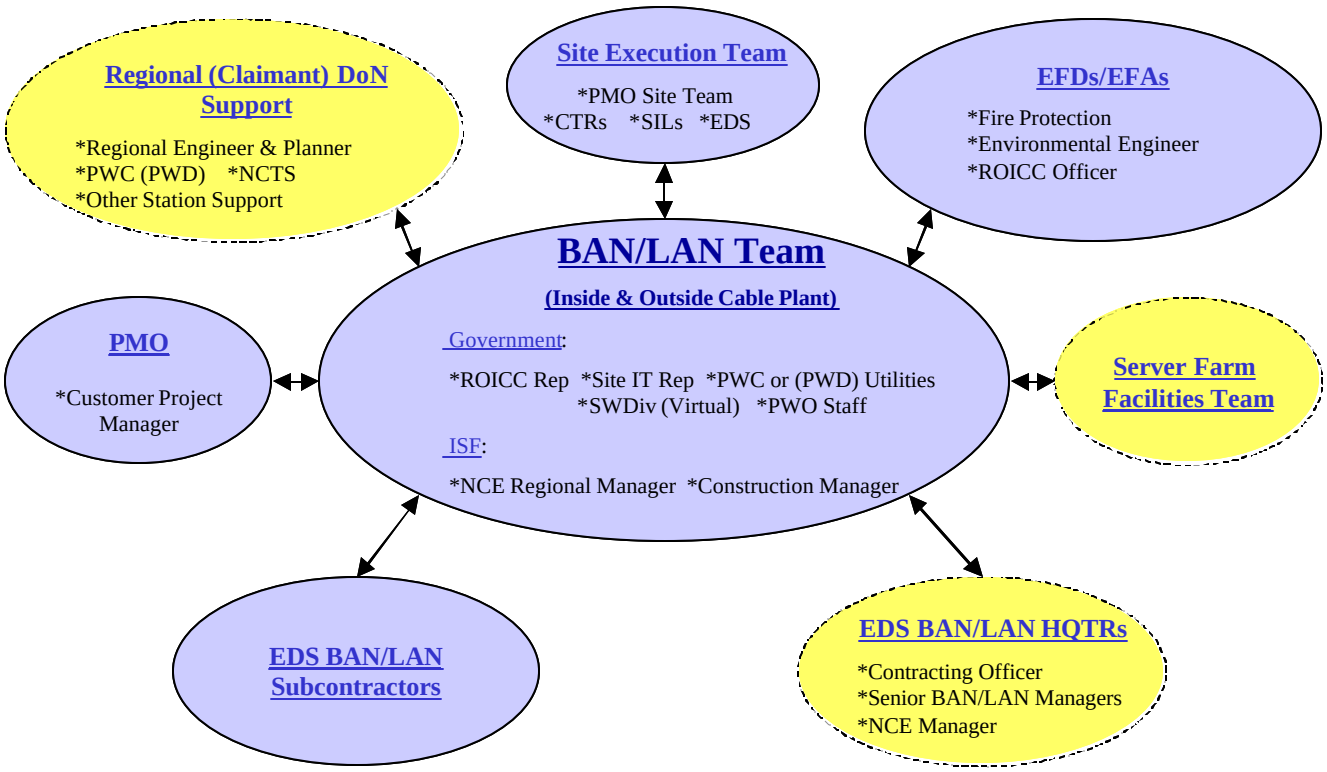
GFF TEAM STRUCTURE AND PROCESSES

1. **Structure**

a. **Server Farm/NOC**: The following depicts the GFF team network for communicating during the build-out of NOCs and server farms. Blue (solid line) signifies primary contacts; yellow (dotted line) signifies secondary contacts.



b. **BAN/LAN**: Attachment (A) provides general GFF roles and responsibilities. The following depicts the GFF team network for the build-out of the BAN/LAN infrastructure. Blue (solid line) signifies primary contacts; yellow (dotted line) signifies secondary contacts.



2. **Processes**

a. **Server Farm & NOC Space Provisioning Process**: The following is the basic process used, and who is involved, for providing space to EDS for the NOCs, server farms, and administrative and warehouse space at the server farm locations.

Provisioning of Server Farm and NOC Spaces

	Action	Responsible Party
Identify Location and Requirements	Coordinate site identification	SW Div
	Provide drawings of proposed building	Station PWO
	Review drawings and facility conditions	EDS
	Validate drawings	EDS
	Conduct site Quicklook	SW Div
	Provide Quicklook report	EDS
Offer and Acceptance	Provide facility assignment letter	Station PWO
	Complete Basis of Design	EDS
	Review and comment on Basis of Design	Station PWO
	Resubmit Basis of Design if required by Station PWO	EDS
	Provide Acceptance of Offer letter	EDS
Design	Make space available to EDS design team	Station PWO
	Complete 30% design	EDS
	Review 30% design	ROICC/PWC
	Provide design comments to EDS	ROICC
	Provide design comments to EDS	ROICC
	Conduct Pre-Construction Conference	ROICC
	Complete 100% design	EDS
	Review 100% design	ROICC/PWC
	Provide design comments to EDS	ROICC
	Resubmit 100% design for re-review, if required	EDS
Prep & Turnover Space to EDS	Remediate HazMat, if required	Government
	Vacate Spaces, as required	Government
	Turnover space	Government
Buildout Site	Begin Construction	EDS
	Provide Transformer (if required)	Station PWO
	Complete Construction	EDS
	Final walkthrough and signoff	ROICC/ISF
	Testing and Commissioning	EDS
	Physical Security Inspection	Station
	Rack and Stack	EDS
	COMSEC Certification	Government
	Provide as-built drawings to ROICC	EDS

b. **BAN/LAN Space Provisioning Process**: The following depicts the processes, and who is involved, for providing space to the EDS for POPs, Intermediate Distribution Frames (IDF) and Medium Distribution Frames (MDF):

Provisioning of BAN/LAN Spaces

	Action	Responsible Party
Identify Need	Site identified to receive NMCI services	EDS/PMO
	Identify phasing for buildings	EDS
	Provide drawings of buildings	Station/Region
	Visit site to understand layout	EDS/Station IT
Identify Location and Requirements	Conceptual design/Architecture	EDS BAN/LAN Coordinator
	Review conceptual design	Station IT/ Station Planning/Tenants
	Ensure sufficient power	Station Planning/EDS
	Discuss requirements w/ building occupants	Station Tenant Liaison Officer
	Provide existing asbestos reports	Station Planning
	Assess whether existing closets have sufficient space	EDS
	Preconstruction Conference (note 1)	ROICC/EDS
Offer and Acceptance	Request specific space SAR to ROICC (note 2)	EDS
	Transmit SAR to Station Planning (note 3)	ROICC
	Return processed SAR to ROICC (note 4)	Station Planning
	Transmit SAR to EDS with copy to SW Div	Station/Regional Planner
Prepare and Turnover Site to EDS	Remediate asbestos, if required	Station
	Vacate space as appropriate	Station/Tenant
	Turnover space	Station PWO
Design	Submit final design to ROICC for distribution (note 5)	EDS
	Review plans for code compliance and compatibility with existing IT infrastructure	ROICC/PWC/Station IT
	Review plans for fire protection	EFD
	Provide combined comments	ROICC
	Resubmit plans if necessary	EDS
Buildout	Construction	EDS
	Periodic safety reviews	ROICC
	Final walkthrough and signoff	ROICC/EDS/PWO Rep

Notes:

Note 1: One Precon recommended for each group of buildings. The Precon may have already occurred if this is not the first facility in the group.

Note 2: For LANTFLT activities, all SAR are forwarded to SW Div for validation.

Note 3: For LANTFLT activities SW Div forwards the SAR to the Regional Commander.

Note 4: Step deleted in LANTFLT process.

Note 5: There may be some preliminary submittals needed

c. **BAN/LAN Inside & Outside Cable Plant Processes**: The following depicts the processes, and who is involved, for coordinating the EDS's construction of the outside and inside cable plant:

Inside Cable Plant *

		Action	Responsible Party
Select Cable Route		Site identified to receive NMCI services	EDS/PMO
		Identify phasing for buildings	EDS
		Visit site to understand layout	EDS/Station IT/ROICC
		Provide floor plans of affected buildings and identify buildings with SHPO concerns	Station Planning/Cultural Resources
		Provide existing asbestos report for each building affected	Station Environmental
Route Design	#	Submit SAR with conceptual design avoiding most asbestos and hazardous materials to ROICC	EDS
		Perform asbestos/HazMat survey of cable route, if needed	Station Environmental
		Process SAR including identifying spaces requiring asbestos or hazardous materials remediation	ROICC/Station Planning
		Review conceptual design and provide comments to EDS	Station IT/Station Planning
		Transmit approved SAR to EDS	ROICC
		Inform building tenants that EDS will be working in the area and arrange for access	Station Tenant Liaison Officer
		Resolve Government comments on conceptual design	EDS
Preconstruction		Identify equipment laydown area	Station Planning
		Conduct Preconstruction Conference	ROICC
		Provide specific schedule showing when each building will be affected	EDS
Construction		Contact building tenants and arrange for access to meet EDS schedule	Station Tenant Liaison Officer
		Remediate asbestos as necessary	Station
		Install cables, etc.	EDS Cable Installers
		Conduct weekly meetings to revise schedules or resolve issues	ROICC/EDS/etc.
		Final walkthrough and signoff	ROICC/EDS/PWO Rep

Notes: * Protected Distribution Systems (PDS) cables must comply with NAVSO P-5239-22

\# Work can be concurrent with work on equipment closets in the buildings

Outside Cable Plant

	Action	Responsible Party
Route Identification	Site identified to receive NMCI services	EDS/PMO
	Provide drawings of existing communications infrastructure	Station/Region/NCTS/PWC
	Visit site to understand layout	EDS/Station/NCTS/ROICC
	Identify phasing for areas of the base	EDS
	Provide station requirements for backfilling, repairing asphalt, compaction, etc.	Station Planning
	Provide maps showing areas of environmental, Natural and cultural resources concerns	Station/Region Environmental/Natural Resources
Route Design	Submit SAR including conceptual design to ROICC	EDS
	Process SAR	Station Planning/Environmental
	Transmit approved SAR or comments to EDS	ROICC
	Identify manholes with contaminated water	EDS
	Submit final design to ROICC after resolving comments on conceptual design	EDS
Preconstruction	Conduct Preconstruction Conference	ROICC
	Identify equipment laydown area	Station Planning
	Provide schedule showing when access to manholes, road closures, etc. are required	EDS
Construction	Pump out manholes with contaminated water, if required	Station/Region
	Pump out manholes with non-contaminated water	EDS Cable Installers
	Install cables including trenching, road work, backfill, compact, etc. as required	EDS Cable Installers
	Conduct weekly meetings to revise schedules or resolve issues	EDS/ROICC/etc.
	Final walkthrough and signoff	ROICC/EDS/PWO Rep

d. **Website**: The Facilities Team maintains a website at http://www.efdsw.navfac.navy.mil/05/05I/nmci.htm for a communications tool. The website contains status updates, process handbooks such as this one, lessons learned, contract decisions and more.

e. **Coordination with the USMC PMO**: The Navy facilities team has been coordinating with the USMC PMO, and Headquarters Marine Corps, on common issues, contract concerns, and lessons learned. The Navy PMO facilities team has assisted the Marine Corps with site selection criteria, security connections, and fulfillment of some warehouse space requirements. The NAVFAC ROICC offices have provided, and will continue to provide, construction management during facility build-out.

Attachment (A)

ROLES AND RESPONSIBILITIES

1. NMCI Director's Office
   - Serves as the Navy's single point of contact for NMCI implementation.
2. SPAWAR NMCI Program Management Office (PMO)
   - Execution office for the NMCI program.
3. SPAWAR NMCI Procuring Contracts Office (PCO)
   - Serve as the primary contractual interface with EDS.
   - Has approval authority for any GFF provision issues that may affect contract price or time.
   - Negotiate and award changes to the NMCI contract.
4. SOUTHWESTNAVFACENGCOM (SW Div) (NMCI Navy GFF PMO)
   - Facilitate the identification and provisioning of GFF. Naval Facilities Engineering Command (NAVFAC) established a GFF Program Management Office at Southwest Division located in San Diego, CA.
   - Coordinate between ROICCs and the PCO.
   - Draft PCO decision papers on GFF issues.
   - Reports to the NMCI PMO and NMCI Director's Office (DRPM), and facilitates the NMCI process and coordination among the NMCI GFF team members. This team includes representatives from the regional commander staffs, major claimants, NMCI PMO, NAVFAC, customer technical representatives (CTR), claimant program managers (CPM), regional integration leads (RIL), site integration leads (SIL), local commands, public works officers/departments/facilities management departments (PWO/PWD/FMO), EFD/EFAs including ROICC offices, public works centers and EDS.
   - Publish status of EDS build-out construction for Navy facilities in various forms including a monthly report with Navy and Marine Corps-wide distribution.
   - Provide briefings on GFF and build-out construction.
   - Provide liaison between EDS and Navy activities and Regions when issues are identified.
   - Coordinate closely with SPAWAR components on all aspects of the GFF and provisioning process.
5. Naval Facilities Engineering Command
   - Engineering Field Divisions/Engineering Field Activities (EFD/EFA)
     - Review of EDS build-out design, focusing on life safety, and environmental.
     - Fire protection engineer provides review and consultation.
     - Construction oversight per COMNAVFACENGCOM letter of 20 May 2002.
     - Final acceptance of newly installed or modified fire suppression systems.
     - Review of special site-specific engineering reports provided by EDS.
     - Provide other assistance as required such as Real Estate expertise or NEPA expertise (when not available from the Region or activity).
   - Resident Officer in Charge of Construction (ROICC)
     - Safety and coordination.

Attachment (A) (Cont)

- Interface and coordination with other construction contractors in the vicinity.
- Arrange for Fire Protection consultation, review and acceptance of inside cable installation designs and installation.
- ROICC liaison assistance also to provide:
  - Coordination of the Government review of EDS's outside and inside cable plant design, including receipt and distribution of designs between all involved parties. (It should be noted that these reviews are limited to safety, UFAS, fire protection and general code compliance. EDS is designing to commercial standards since all the equipment that they will be installing will be owned and maintained by EDS).
  - Coordination to resolve Hazmat issues. Asbestos is a significant challenge. Coordinate with environmental and Public Works to get asbestos surveys done for each building and facility that the cable/equipment contractor will be going into and provide copies to EDS.
  - Construction start-up coordination and assistance similar to what is provided for new construction projects, including pre-construction conferences and assistance on utility outages, dig permits, security passes, lay down areas, and street closures. Separate pre-construction meetings are recommended to manage various implementation phases, such as the outside and inside cable plant construction phase being conducted in and around groups of buildings.
  - Visits to the job site, as appropriate, to gain a perspective for jobsite safety and reasonable assurance that construction complies with the design.
  - Liaison and assistance with other station departments (i.e., Public Works, Security, Environmental, Fire Department, etc.) as required to maintain construction progress.
  - Coordination with the NMCI GFF PMO.
  - Coordination and interface with other construction contracts in the vicinity of the NMCI construction.
  - Distribute design drawings for review and collect review comments.
- If the ROICC determines that EDS is not building to safety codes (i.e., NEC or NFPA), following federal safety and environmental regulations, or maintaining a reasonable standard of care, the ROICC shall immediately notify the NMCI GFF PMO to provide them details of the problem and a recommended resolution. The ROICC has the authority to suspend work when life-threatening safety violations or practices are observed.

7. Activity Public Works Officer (PWO) or (PWD), or Facilities Manager
   - Assistance with the GFF identification process, including space for contractor lay down areas and temporary parking.
   - Site approval process including NEPA, HazMat, help with PWC coordination, and coordination with other projects and facilities planned or on going.
   - Design review for the following items:
     - Basic life safety and fire code compliance
     - Compatibility with existing facilities
     - Uniform Federal Access Standards (UFAS) compliance

- Ensure that building drawings are signed by appropriate discipline registered engineers
- COMSEC and other security criteria

- In areas not serviced by public works centers, perform all functions delineated for the PWC.
- Ensure the following are available prior to the EDS initial site visit to review proposed facilities:
  - As-built or record drawings of proposed facilities
  - Building asbestos and hazardous materials reports
  - Building AIS reports
  - Other requested items

8. Public Works Center (PWC) (When project is in their AOR) (or PWD)
   - Utility connection interface, design review and coordination, and support of utility outages and connections.
   - Input to the SCM concerning utilities and equipment maintenance and coordination with EDS.
   - Other support as requested.
9. Regional Engineers
   - Oversea the site selection process. Experience to date has shown that active participation/involvement by regional engineers significantly improves coordination and efficiency of the process (e.g., including completion of natural and cultural resource studies, state historical preservation office coordination, etc).
10. EDS
    - Obtain information on location of empty conduits, site utility drawings, building asbestos reports and any other information needed to start design from the activity PWO during 30% design development.
    - Forward a copy of the drawings and specifications electronically to the ROICC and NAVFAC NMCI GFF PMO (attention: David Nelson), along with a proposed construction schedule for review. It is assumed that the outside cabling installation drawings will precede the inside cable plant installation drawings. In each case the following sequences will be the same. Before installation of the inside cabling can start, the building(s) must be inspected for asbestos by the activity. EDS will provide to ROICC:
      - 30% outside cable plant design development drawings
      - Preliminary construction schedule
    - Attend the pre-construction meeting set up by the ROICC/PWO. During the meeting the roles and responsibilities will be detailed and activity policy pertaining to construction, site approvals, design reviews, outages, etc., will be discussed.
    - Submit 100% drawings for final review to the ROICC electronically with copy to the NAVFAC NMCI GFF PMO.
    - Provide the following:
      - Quality control, quality assurance and safety
      - Construction management
      - Helping to obtain personnel and vehicle passes
      - Notification and control of utility outages/tie-ins to station utilities

Attachment (A) (Cont)

- Notify the ROICC of any environmental issues and following local, state and federal regulations and laws
- Provide traffic control and obtain approval on haul routes
- Apply for all permits including digging, hot work, air emission permits, etc.
- Notify the ROICC or Base security regarding security issues
- Comply with Base regulations
- Design necessary for space build-out and infrastructure construction
- Design oversight, inspection and certification (in accordance with the current version of MIL-HNBK 1008) of Fire Protection/Life Safety systems to allow for NAVFAC certification
- Proper storage of materials on site
- Coordination of equipment and materials movement
- Coordination of new work with existing conditions including existing underground utilities
- Adherence to federal, state and local environmental regulations

Attachment (B)

ABBREVIATIONS

AIS	Annual Inspection Survey
AOR	Area of Responsibility
BAN	Base Area Network
CPM	Customer Project Manager
CTR	Contract Technical Representative
DoN	Department of the Navy
DRPM	Direct Reporting Program Manager
DREN	Defense Research Engineering Network
EFA	Engineering Field Activity
EFD	Engineering Field Division
FMB	Financial Management Board
GFF	Government Furnished Facilities
HAZMAT	Hazardous Materials
IC (AKA IDF)	Intermediate Cross Connect
IDF	Intermediate Distribution Frame
IT	Information Technology
LAN	Local Area Network
MC (AKA MDF)	Main Cross Connect
MDF	Main Distribution Frame
NCE	Network Communicatio ns Engineer
NCTS	Naval Computer and Telecommunication Station
NEC	National Electrical Code
NEPA	National Environmental Policy Act
NFPA	National Fire Protection Association
NMCI	Navy Marine Corps Intranet
NOC	Network Operations Center
PCO	Procuring Contracting Officer
PDS	Protected Distribution System
PMO	Program Management Office
PMW	Program Manager, Warfare
POP	Point-of-Presence
PWC	Public Works Center
PWD	Public Works Department
PWO	Public Works Officer
RIL	Regional Integration Lead
ROICC	Resident Officer in Charge of Construction
SAR	Site Access Request
SCM	Site Construction Manager
SIL	Site Integration Lead
SPAWAR	Space & Naval Warfare Systems Command
SW Div	Southwest Division, Naval Facilities Engineering Command
UFAS	Uniform Federal Accessibility Standards
USG	United States Government
USMC	United States Marine Corps